

THE CITY OF SOUTH BEND



VACANCY ANNOUNCEMENT

TRACK DIRECTOR

DEPARTMENT - PARKS & RECREATION

PART TIME/TEMPORARY

SALARY - \$10.05 HR.

CLOSING DATE – MAY 15, 2009

DEFINITION

Plans, organizes, implements, supervises, promotes and handles daily day-to-day operation of summer track program and track meets.

EXAMPLE OF DUTIES

Serves as a representative of the City of South Bend, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with the other employees and with the public. Oversees and handles equipment of track. Oversees and maintains budget for the program. Assists with the interviews and hiring of all seasonal personnel for program. Supervises all track seasonal employees. Organizes and conducts orientation of seasonal employees and weekly staff meetings. Helps with the promotion of dissemination of printed and electronic marketing materials for the program/track meets/Fun Runs and Star 4 Run. Organizes and implements all track meets. Handles the paperwork of compiling stats after the meets. Works the evening Morningstar Fun Runs and Star 4 Run. Handles registration of track program. Responsible for deposit of registration fees daily as needed. Performs other duties as assigned.

EDUCATION AND EXPERIENCE

High school diploma or equivalent.

KNOWLEDGE AND ABILITY

Knowledge of the sport of track and field events and the ability to teach youth the basics of the sport. Knowledge of basic budgeting; ability to deal effectively with the public; ability to effectively supervise workers and school sites. Ability to effectively coordinate and speak in public settings.

LICENSE REQUIRED

Valid Indiana Driver's License
CPR/AED/First Aid Certification or able to obtain within days of the program beginning.

ABILITY TO SPEAK SPANISH A PLUS

DRUG SCREENING REQUIRED